

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Meeting Minutes - 23 June 1988

FR

Chm ILSP Working Group, Rm 3E14 Hqs

EXTENSION

NO. OL 10222-88

STAT

DATE 30 June 1988

TO: (Officer designation, room number, and building)

DATE _____

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

NBPO Rep. 3 E24 Hqs.

5 July

[Signature]

STAT

2.

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27 June 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

FROM:

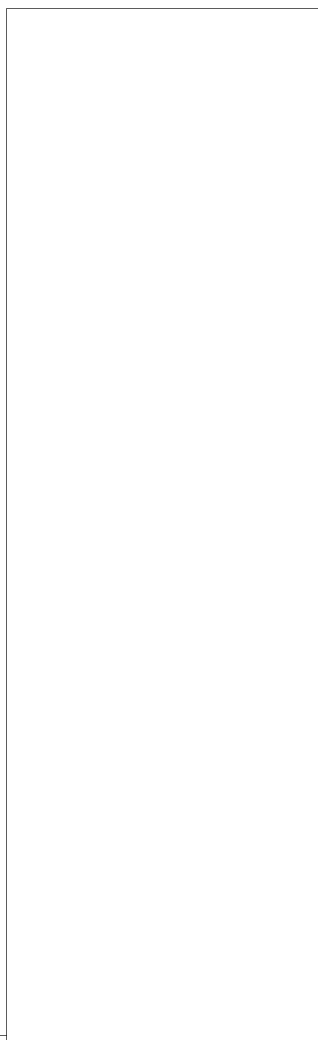


Chairman, ILSP Working Group

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1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 23 June 1988. The following representatives were present:



ILSP
ILSP
ILSP
ILSP
ILSP
OL/BSB
OL/BSB
O/Compt
DCI Representative
DCI/Admin
DA Alternate
DS&T Alternate
OMS
ILSP
OIT/CED/SI
OS/HSD
OS Representative
DO Representative
OMS/Gym
ILSP
OMS Representative
OEA/Admin
OIT Alternate
OSWR
DI Alternate
OSWR
NESA/Admin
DO Alternate
OIT Representative
OS/Alternate
OEA/Logs

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OL 10222-88

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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved. The estimated completion date of 22 August 1988 for construction for OGC as stated in Attachment 4 of the minutes was confirmed.

43 OL Topics

- A. [] briefed the status of the latest ILSP Schedule of Completion Dates. (See Attachment 2) There were no significant changes in the North Tower (NT) schedule since the last meeting. The schedule is now in a sequence of Tower, Floor and Component vice Tower, Component, and Floor, and it is a summary of the detailed schedule produced by the Joint Schedule Forum. There were no changes to the component move schedule. The next move will be the OIT telephone operators who will move into the NHB over the weekend of 24-27 June 1988. OTS will begin its move 5 July 1988.

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The South Tower (ST) schedule has dates only for 100% drawings to OIT.

- B. Secure phone allocation which were distributed at the last meeting, were to be returned by Directorate Representatives to the Chairman by the end of the day with changes and/or confirmation of the projected numbers. A summary of the secure phone allocations will be prepared for use by the DDA.

- C. [] briefed the status of the NHB Fit-up and Survey Work (Attachment 3). The completion date for design drawings for AF of 8 July 1988 was revised to 2 August 1988.

STAT

- D. [] briefed the status of Carpet, Partitions and Furniture (Attachment 4). There were no significant changes to the schedule. Twenty-six (26) truck loads of furniture have been received to date and we now have on hand the furniture needed for all the NT moves.

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E. [] said that OIR might not be able to use the Atrium for an OIR Reading Room unless it could be allocated 1000 square feet of space.

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F. OL Issues/Concerns

There were no new OL issues or concerns.

5. OIT Topics

- A. PBX and Wang wiring in the NT has been completed through November requirements. Special wiring is on schedule.
- B. Alarm wiring for both the North and South Towers will be completed this week.
- C. The next computer relocation is the SAFE system scheduled for the Labor Day weekend. The move is similar in scope to the [] move; however, there will not be as many tapes to move.
- D. [] provided a [] move "Post Mortem" (Attachment 5). The move was accomplished successfully over the three day Memorial Day weekend. The move was extremely well organized and, according to IBM, was the largest move on record.
- E. The Telephone Operator relocation to NHB will not cause any downtime.
- F. Work is continuing to provide phone service to the 4th floor main entrance in the NHB by 5 July 1988.
- G. There were no new OIT issues/concerns.

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6. OS Topics

- A. Nothing new was briefed on the status of alarm work in the NHB.
- B. Nothing new was reported on the status of safes in the NHB.
- C. OS Issues/Concerns
 - 1). OS expressed concern that there are no PASS machines, no phones, and no security counter in the 4th floor main entrance of the NHB. Temporary phones will be provided by 5 July and the counter will be installed by week end. The PASS machines will be operating in early July. In the interim, OS will instruct SPO's to visually inspect badges at the NHB main entrance.
 - 2). OS will require approximately \$50K for Perimeter Alarms. The Perimeter Alarms are not a showstopper for any of the scheduled moves.
 - 3). A reminder was made that standard vault access lists are required by OS two weeks prior to a component's scheduled move.
 - 4). Combination locks will be set and alarms action activated on the day of a component's move.

7. OMS Topics

- A. [] briefed on the OMS Fitness Center in the NHB. STAT
The new gym will have testing facilities that will provide fitness evaluations, stress tests, and electrocardiographs. It will also have an open exercise area that will have 17 Nautilus machines and other specialized exercise equipment including 5-Lifecycles, 4-Treadmills, 1-Upper Body Ergometer, 4-Life Rowers, and 2-Nordic Tracks.
- B. [] briefed on safety features of the NHB. The STAT
topics he covered included the following:
 - 1). Fire Alarm System Evacuation Procedures - all fire alarms are linked to a central Honeywell computer system in the OHB and are monitored continuously.

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- 2). Automatic Sprinklers and Fire Pumps are operational.
- 3). Water Supply and the distribution system for the HQ Compound are operational.
- 4). Emergency Egress and Vault Spaces - when possible, vaults should have secondary exits. When the secondary exit leads to another vaulted area, the exit will be alarmed but not bolted.
- 5). Health Concerns - tight Building - tests on new materials, tests for Radon, and tests of TEMPEST equipment have all indicated that no health problems exist and all test readings are within acceptable levels.

C. OMS Issues/Concerns

- 1). OL restated that OTS chemicals would not be moved into the NHB without OMS Safety Approval. OMS replied that the decision to move OTS into the NHB was made a long time ago and that OTS chemicals should meet the established OSHA and EPA standards.
- 2). The air exchange capabilities of the NHB will meet established air exchange standards.

8. General Issues or Concerns

- A. Personnel Emergency Locator lists should be updated for components moving into the NHB.
- B. Telephone numbers will change for everyone moving into the NHB.
- C. Non-secure telephone calls between the OHB and NHB will require a 9 + seven digits. Use of the secure phones should be encouraged.

9. Action Item Review

No open action items were reviewed.

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10. New Action Items

There were no new Action Items.

11. OIR will present a briefing at the 7 July 1988 meeting.

12. The next ILSP WG meeting is scheduled for 7 July 1988 at 1000 in 3E14 HQs.

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ILSP WORKING GROUP
AGENDA
23 JUNE 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

- Overview of ILSP Schedule STAT
- Phone Allocations STAT
- Status of NHB Fit-up Work STAT
- Status of NHB Survey Work
- Carpet, Partition & Furniture Progress Report STAT
- Issues/Concerns?
 - Use of Atrium Area for OIR Reading Library STAT

- OIT TOPICS

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- Status of PBX, Wang, and special wiring work in NHB
- Status of Alarm Wiring
- Status of Computer Systems relocation
- Ruffing move Post Mortem (10 minutes)
- Issues/Concerns?

- OS TOPIC

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- Status of Alarm work in NHB
- Safes in the NHB - Anything New?
- Issues/Concerns?

- OMS TOPICS

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- OMS NHB Briefing (20 minutes)
- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- REMINDER

- Vault Access Lists to OS

- NEXT MEETING: 7 July 1988, 10:00 3E14 HQS

UNCLASSIFIED

23 June 1988

		COMPLETION DATES						
NORTH Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet/Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Working
Ground	OTS	122887*	031588*	051188*	062488	062388	071588	062388
	OL	030188*	031888*	051388*	051388*	062388	063088	051388*
	OP	062388	061088	101888	121588	122288	123088	091988
1st	OTS	110487*	121587*	030888*	070588	042988*	063088	051388*
	OIT u	041188*	042088*	071188	080888	081888	082588	062388
	OIT m	033088*	042088*	060288*	062088	062288	062388	051388*
2nd	OTS	120987*	120487*	050288*	062888	063088	070188	051388*
	OIT xyz	033088*	042088*	070188	080188	081188	081888	051388*
	OIT h	041188*	042088*	080588	090288	092688	100388	051388*
	OTE	030988*	032388*	050988*	070788	071188	071888	051388*
	OIT isc	042988*	032388*	051388*	060688*	061388	061688	051388*
	OSO	061088*	062088*	070888	101888	102588	110188	051388*
3rd	OSWR	102387*	102387*	050288*	062488	070888	071588	051388*
	OTS	102387*	102987*	032988*	042988*	052088*	061688	051388*
4th	OSWR	102687*	021088*	050288*	071588	070888	080588	051388*
	OTE	030188*	031588*	052088*	083088	090188	090988	051388*
	OP	062388	061088	101888	111688	112388	120188	062388
	PPS	070188	061088	102688	040489	041989	042689	062388
	OMS	030188*	031588*	050988*	071588	061488	062188	051388*
	OTE 12	051188*	061088*	090788	091388	100488	101288	051388*
	OTE 30	051188*	061088*	072288	090788	092888	100588	051388*
5th	OSWR	111387*	112087*	050288*	071588	072988	080588	051388*
	MPSS	020188*	020988*	041588*	071588	071988	072688	051388*
	OIT isc	030788*	032288*	052088*	071588	071988	072688	051388*
6th	NESA	011588*	011988*	041188*	061488*	052088*	062488	051388*
	OEA	012188*	012888*	041188*	061488*	052588*	062488	051388*
	DITF	012188*	012888*	041188*	070588	070788	071488	051388*

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23 June 1988

	COMPLETION.DATES.....						
South Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet/Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Ready
Ground	OTS	061788						
	OP	071488						
	OIT	060888*						
	OL	080588						
	OS	HOLD						
	OMS	072588						
1st	OP	071488						
	OIT	060888*						
	SE	062388						
	HIC	080588						
	OL	080588						
	OIR	080588						
	OP/EAA	080588						
2nd	OIT	060888*						
	SE	062388						
	OIG	051988*						
	CIC	062788						
	ISC	062288						
3rd	OP	071488						
	OIT	062788						
	AF	080288						
	OSWR	051788*						
4th	OP	071488						
	ISC	HOLD						
	OS	HOLD						
	OTE	062888						
5th	OP	071488						
	ISC	062288						
	OL	080588						
6th	OL	HOLD						
	OF	HOLD						
	OGC	051388*						

NOTES:

* ACTUAL completion date (dates without asterisks are PLANNED dates)

FIT-UP WORK IN NEW HEADQUARTERS BUILDING

- o The construction contractor for the five OSWR equipment rooms requiring HVAC and electrical modifications on the third, fourth, and fifth floors continues to work towards the completion date of 25 July 1988.
- o A preconstruction meeting will be held on the 23 June 88 with selected bidders for the construction of OGC. Estimated completion schedule for the construction is 22 August 1988.
- o SH&G is preparing the construction documents for the OIG. The estimated completion date is 1 July 1988.
- o OTE classroom 2A074 and Training room 4C088 & 90, is in a construction phase. The OTE Learning Center, Room 4A012, Computer and Projection room 4F030, 32, & 34 are being prepared for construction documents and will be passed to contracts for the construction phase.
- o The OTE room 4G044, southeast, South Tower is being prepared for construction documents. Once completed they will be passed to contracts for the construction phase.
- o One hundred percent design drawings for the Office of Personnel, Special Activity Services are completed. Placement of holes for utilities are being input into the CADD. Delivery of one hundred percent design drawing to OIT for their survey work is scheduled for 23 June 1988. OP will be located on the fourth floor adjacent to the Atrium.
- o The balance of OP is in design. Estimated schedule for 100 percent design drawings is 1 July 1988. OP will be located on the ground core area, first, third, fourth and fifth floor, South Tower, NHB.
- o Design drawings for PPS/DO will be completed by 1 July 1988. This design will be passed to SH&G for developing construction documents by 1 August 1988.

- o ILSP received 100 percent check set design drawings for the SE/DO from the Design Branch. Minor changes are being made and inputted into the CADD. One hundred percent design drawings will be issued to OIT on 24 June 88. SE/DO is in a two month slip of their original move of February 89. A compact construction schedule will be required to make up time lost during the design review at the cost of the SE/DO.
- o Construction drawings for OSO/SPD have been completed by Design Branch and passed to Maintenance Branch for the construction. Construction is estimated to be completed by 1 Sept. 1988.
- o Design drawings are being developed by an A&E for AF/DO. Estimated completion date completion for design drawings is 8 July 1988.
- o OTS lab renovation on the first floor is continuing. Estimated time of completion is 24 June 1988.
- o Design Branch is developing design drawings for the OMS Gym. Completion for the design is 25 July 1988.

NEW HEADQUARTERS BUILDING SURVEY WORK

- o Requirements gathering for the Historical Intelligence Collection are being tied with the OIR Reference Library. HIC and the OIR Reference Library will be located in the Atrium, first floor, northeast.
- o Requirements gathering for the Office of Security is underway. OS is located in the North Tower, Ground Core and Southwest area, and 4th floor, Northwest, Core, Southwest, and Southeast.

PRIORITY SCHEDULE & DATES

6-23-88

Order of Priority	Date Avail.	Carpet	Partitions (CorryHiebert)	Furniture (CorryHiebert)	Remarks
2nd Fl. OTS OIT OTE OSO	6-17 U 7-1 6-17	*s6-21;pc6-23 U U U	*ps6-24;pc6-28 U none U	*ps6-24;pc6-28 U none U	*2P0146 (and 2R31 only) --*delayed by reconfig. of OSO area.
GRnd FL. OTS OL OP	C unk unk	C U U	C U U	c6-22 U U	
3rd FL. OSWR OTS	now now	C C	s6-13;pc6-24 C	s6-13;pc6-24 C	
1st FL. OTS OIT (area M)	C C	C c6-16	C c6-17	C c6-17	
5th FL. OSWR MPSS OIT	C C C	C C C	s5-26; s5-26; s5-26;	s5-26;pc7-15 s5-26;pc7-15 s5-26;pc7-15	
4th FL. OSWR OTE OP OMS PPS	now now now now U	c6-20 " " " U	none U	;pc7-15 none ;pc7-15 ;pc7-15 U	
6th FL. NESA OEA	C C	C C	c5-20 c5-20	c5-20 c5-27	

LEGEND: ps = projected start date
s = started (date)
pc = projected completion date
C = Completed (date)
U = Unknown

STAT

- o 80,000 Computer Tapes
- o 300 Boxes of Hardware (approx)
 - Disassemble
 - Move
 - Reassemble
- o Minimize Outage & Impact to Customers (3 day weekend)

Sequence of Events

- o Friday, 1600
 - Idled System
 - Disconnected One Computer from the Complex
 - Started Backup of Data
 - Tape Move Began
- o Friday, 2200
 - Tape Move Completed
- o Saturday, 0015
 - Backup of Data Completed
 - All Systems Down & Disassembly of Equipment Started
- o Saturday, 0800
 - Movers Arrived
 - Began Equipment Move (2 paths)
 - IBM Began Assembly as Soon as Equipment Positioned
- o Saturday, 1300
 - Equipment Move Completed
 - Reassembly & Cabling Continued
- o Computers Up (But not necessarily well)
 - SY5 -- Sunday (2056)
 - SYP -- Sunday (2205)
 - VM1 -- Monday (0655)
 - VM2 -- Monday (0710)
 - VM3 -- Monday (0740)
- o Monday, 1400-1800
 - Application Testing